

Spring 2024 Braille Scripts and Instructions

**B.E.S.T. End-of-Course Assessments
FAST ELA Reading Retake**



FLORIDA DEPARTMENT OF
EDUCATION
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Introduction

These scripts and instructions should be used to administer the Spring 2024 Benchmarks for Excellent Student Thinking (B.E.S.T.) End-of-Course (EOC) and Florida Assessment of Student Thinking (FAST) English Language Arts (ELA) Reading Retake assessments to students who require braille test materials. Test administrators are responsible for reading the policies and procedures sections, the *Test Administrator Responsibilities* sections, and the appropriate sections of the *Spring/Summer 2024 Test Administration Manual* and the *2023–2024 Statewide Assessments Accommodations Guide*, which are available on the Florida Statewide Assessments Portal. Additional instructions for braille test administrators are provided on pages 13–15 of this document.

Script for Administering the Braille B.E.S.T. Algebra 1 EOC Assessment

Students must have approved talking scientific calculators for this test session. Ensure that calculators are available for all students in your testing room.

The Braille Notes for the B.E.S.T. Algebra 1 EOC Assessment are packaged with the braille test materials. It is very important that you read through the Braille Notes carefully before administering the test and that you use them, as appropriate, during the test administration. Additional instructions for braille test administrators are provided on pages 13–15 of this document.

During this test session, remember the following:

- Ensure that you have a Security Log and a seating chart, and collect required administration information for your room. Remember to maintain these documents during testing.
- Prior to the test administration, make sure the student’s first and last names are written on the front cover of his or her braille B.E.S.T. Algebra 1 EOC Test Book. Make sure the student’s first and last names, district name, school name, grade level, and the words “Algebra 1” are included on each braille answer sheet and on the Testing Rules Acknowledgment Sheet.
- Provide individual student restroom and stretch breaks as needed, and maintain the security of the test during breaks. Only one student may leave the room at a time. Students should not discuss the test or exchange information about the test with anyone during breaks. **Students must not be given access to electronic devices (e.g., cell phones, smartphones, tablets, smartwatches) during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test must be invalidated.**
- During a break, you may reread portions of this script to students as reminders (e.g., check your work, testing rules).
- Students must complete the B.E.S.T. Algebra 1 EOC Assessment within one school day or within the amount of time allowed on their Individual Education Plans (IEPs).
- Be familiar with the prohibited activities listed on the *Test Administrator Prohibited Activities Agreement* that you signed.

SAY	<p>Today, you are going to take the B.E.S.T. Algebra 1 End-of-Course test.</p> <p>You may not have any electronic or recording devices, other than your calculator, at your desk, in your pockets, or anywhere you can reach them at any time during this test session, even if they are turned off or you do not use them. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets, smartwatches, cameras, and any device capable of listening, recording, storing, viewing, or playing back audio or visual content. You may not use Bluetooth/wireless headphones/earbuds during testing. If you access any electronic or recording devices at any time during this test session, including breaks, your test will not be scored. If you have any devices with you right now, please turn them off and raise your hand.</p>
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If a student raises his or her hand, follow your school’s procedures regarding electronic devices. At this time, silence your own electronic device(s).

Distribute the braille B.E.S.T. Algebra 1 EOC Test Books, provided braille paper, Testing Rules Acknowledgment sheets, and approved talking scientific calculators.

SAY	<p>The only things on your desk should be your B.E.S.T. Algebra 1 EOC Assessment Test Book, Testing Rules Acknowledgment Sheet, provided braille paper, braille writing device (e.g., braillewriter, slate and stylus), and calculator. Do not open your test book.</p> <p>Now, locate your Testing Rules Acknowledgment Sheet. Please listen as I read the testing rules.</p> <ul style="list-style-type: none"> • Do not talk to other students or make any disturbance. • Do not ask for help answering test questions. • Do not give help to another student in answering test questions. • You cannot have any electronic or recording devices in your possession at any time, including breaks, even if you do not use them. <p>Because the content in all statewide assessments is secure, you may not discuss or reveal details about the test items after the test. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites.</p> <p>Are there any questions?</p>
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Answer all questions.

SAY	<p>Now, read silently as I read the Testing Rules Acknowledgment out loud.</p> <p style="text-align: center;">I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.</p> <p>Now, braille your initials or sign your name on the signature line to indicate that you understand the testing rules.</p>
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Pause while students braille their initials or sign their names on their Testing Rules Acknowledgment Sheets. If a student does not initial or sign the Testing Rules Acknowledgment Sheet, contact your school assessment coordinator.

SAY	<p>Open your test book to regular print pages 4–5 and find the <i>B.E.S.T. Algebra 1 EOC Mathematics Reference Sheet</i>. The reference sheet contains formulas and conversions you may need to respond to the test items. During the test, use the tab on the edge of regular print pages 4–5 to help you find the reference sheet. You may refer to the reference sheet at any time during the test.</p> <p>Now, close your test book.</p> <p>This test includes several types of items. Listen carefully as I explain how to complete the different types of items that may appear on this test.</p> <p>For multiple-choice items, choose the best answer from the answer choices, and write your choice for one correct answer on the braille paper provided.</p> <p>For multiselect items, choose more than one correct answer from the answer choices, and write your choices for more than one correct answer on the braille paper provided. Be sure to read the item carefully to know how many correct answers to choose.</p>
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SAY	<p>For editing tasks, choose the correct word or phrase (or value, number, ordered pair, letter) to fill in each blank in a statement (or sentence, conclusion, paragraph). For each blank, write the letter that corresponds to the correct word or phrase (or value, number, ordered pair, letter). If there are multiple blanks in an item, be sure to label your answer choice for each blank (e.g., blank 1, blank 2).</p> <p>For matching items, read the directions carefully to understand how to respond to the item. Follow the instructions to respond to the item, and write your answers on the braille paper provided.</p> <p>Some items will ask you to write a response for a blank or multiple blanks on your braille paper. Some items may have more than one blank, so read each item carefully. Your answers for items with response blanks may contain whole numbers, fractions, decimals, or negative numbers.</p> <p>Be sure to read each item carefully so you will understand how to respond correctly. If you change your answer, use the full braille cell to erase completely.</p> <p>Use the braille paper provided to do your work. When answering mathematics questions, it is important that you write the word “answer” in front of your final answer. This will help indicate the difference between your answer and your mathematics work.</p> <p>Are there any questions?</p>
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Answer all questions.

SAY	<p>Try to answer every question. If you aren't sure how to answer a question, skip it and keep going. After you have answered all the other questions, go back and answer any questions you skipped.</p> <p>When you come to the word STOP, you have finished the test. Remember to go back and check your work.</p> <p>Please raise your hand if you have any questions.</p>
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Answer all questions.

SAY	Open your test book to regular print page 8 and begin working.
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During testing, do not use cell phones, classroom phones, computers, or other devices (except to contact your school assessment coordinator). Do not check email, grade papers, etc. Your full attention should be on students **at all times** while you are **actively monitoring** the testing room. Although it is your responsibility to ensure that students are working independently, you are prohibited from reading the contents of the test books and answer sheets before, during, and after the test.

Provide breaks as necessary. **You are responsible for maintaining the security of the test during any breaks. If an extended break such as lunch occurs, all braille test materials should be collected, verified, and returned to the school assessment coordinator until testing resumes.**

Make sure that students are not discussing the test or exchanging information about the test in the testing room, hallways, bathrooms, lunchroom, etc. **Students may not have access to electronic devices during breaks. If a student accesses an electronic device during a break, that student's test must be invalidated.** When the students return, provide the test books, braille paper, Testing Rules Acknowledgment sheets, and calculators so that the students can resume testing.

If any students are still working 10 minutes before the end of the school day,

SAY	You have 10 minutes to complete this test.
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After 10 more minutes,

SAY	Stop. Close your test book and place your braille answer sheets under your test book.
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Complete the following steps:

1. Make sure that each student returns his or her braille test book, braille answer sheets, and Testing Rules Acknowledgment Sheet, and indicate on your required administration information that each book has been returned. Also make sure that your testing room seating chart is accurate and complete and includes arrows to indicate which direction students are facing.
2. Make sure that the student's first and last names, district name, school name, grade level, and the words "Algebra 1" are printed on each braille answer sheet and on the Testing Rules Acknowledgment Sheet.
3. Make sure that the final braille answer sheets are numbered consecutively or stapled together in the proper order.
4. Ensure that a PreID label has been applied and the student name has been written on the front of each student's regular print test and response book.
5. Record the accommodations provided to each student and the accommodations used by each student on your required administration information. For each student who tested using braille materials, ensure that you record flexible presentation, flexible responding, and any other category of accommodations used during this test session. Use the following accommodations codes to record this information:
For ESE/504 students:
 - 1-FP = Flexible Presentation
 - 1-FR = Flexible Responding
 - 1-FSC = Flexible Scheduling
 - 1-FSE = Flexible Setting
 - 1-AD = Assistive Devices
6. Return all materials to your school assessment coordinator, as described on page 15 of this document.

Script for Administering the Braille B.E.S.T. Geometry EOC Assessment

Students must have approved talking scientific calculators for this test session. Ensure that calculators are available for all students in your testing room.

The Braille Notes for the B.E.S.T. Geometry EOC Assessment are packaged with the braille test materials. It is very important that you read through the Braille Notes carefully before administering the test and that you use them, as appropriate, during the test administration. Additional instructions for braille test administrators are provided on pages 13–15 of this document.

During this test session, remember the following:

- Ensure that you have a Security Log and a seating chart, and collect required administration information for your room. Remember to maintain these documents during testing.
- Prior to the test administration, make sure the student’s first and last names are written on the front cover of his or her braille B.E.S.T. Geometry EOC Test Book. Make sure the student’s first and last names, district name, school name, grade level, and the word “Geometry” are included on each braille answer sheet and on the Testing Rules Acknowledgment Sheet.
- Provide individual student restroom and stretch breaks as needed, and maintain the security of the test during breaks. Only one student may leave the room at a time. Students should not discuss the test or exchange information about the test with anyone during breaks. **Students must not be given access to electronic devices (e.g., cell phones, smartphones, tablets, smartwatches) during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test must be invalidated.**
- During a break, you may reread portions of this script to students as reminders (e.g., check your work, testing rules).
- Students must complete the B.E.S.T. Geometry EOC Assessment within one school day or within the amount of time allowed on their Individual Education Plans (IEPs).
- Be familiar with the prohibited activities listed on the *Test Administrator Prohibited Activities Agreement* that you signed.

SAY	<p>Today, you are going to take the B.E.S.T. Geometry End-of-Course test.</p> <p>You may not have any electronic or recording devices, other than your calculator, at your desk, in your pockets, or anywhere you can reach them at any time during this test session, even if they are turned off or you do not use them. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets, smartwatches, cameras, and any device capable of listening, recording, storing, viewing, or playing back audio or visual content. You may not use Bluetooth/wireless headphones/earbuds during testing. If you access any electronic or recording devices at any time during this test session, including breaks, your test will not be scored. If you have any devices with you right now, please turn them off and raise your hand.</p>
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If a student raises his or her hand, follow your school’s procedures regarding electronic devices. At this time, silence your own electronic device(s).

Distribute the braille B.E.S.T. Geometry EOC Test Books, provided braille paper, Testing Rules Acknowledgment sheets, and approved talking scientific calculators.

SAY	<p>The only things on your desk should be your B.E.S.T. Geometry EOC Assessment Test Book, Testing Rules Acknowledgment Sheet, provided braille paper, braille writing device (e.g., braillewriter, slate and stylus), and calculator. Do not open your test book.</p> <p>Now, locate your Testing Rules Acknowledgment Sheet. Please listen as I read the testing rules.</p> <ul style="list-style-type: none"> • Do not talk to other students or make any disturbance. • Do not ask for help answering test questions. • Do not give help to another student in answering test questions. • You cannot have any electronic or recording devices in your possession at any time, including breaks, even if you do not use them. <p>Because the content in all statewide assessments is secure, you may not discuss or reveal details about the test items after the test. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites.</p> <p>Are there any questions?</p>
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Answer all questions.

SAY	<p>Now, read silently as I read the Testing Rules Acknowledgment out loud.</p> <p style="text-align: center;">I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.</p> <p>Now, braille your initials or sign your name on the signature line to indicate that you understand the testing rules.</p>
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Pause while students braille their initials or sign their names on their Testing Rules Acknowledgment Sheets. If a student does not initial or sign the Testing Rules Acknowledgment Sheet, contact your school assessment coordinator.

SAY	<p>Open your test book to regular print pages 4 through 6 and find the <i>B.E.S.T. Geometry EOC Mathematics Reference Sheet</i>. The reference sheet contains formulas and conversions you may need to respond to the test items. During the test, use the tab on the edge of regular print pages 4–5 to help you find the reference sheet. You may refer to the reference sheet at any time during the test.</p> <p>Now, close your test book.</p> <p>This test includes several types of items. Listen carefully as I explain how to complete the different types of items that may appear on this test.</p> <p>For multiple-choice items, choose the best answer from the answer choices, and write your choice for one correct answer on the braille paper provided.</p> <p>For multiselect items, choose more than one correct answer from the answer choices, and write your choices for more than one correct answer on the braille paper provided. Be sure to read the item carefully to know how many correct answers to choose.</p>
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SAY	<p>For editing tasks, choose the correct word or phrase (or value, number, ordered pair, letter) to fill in each blank in a statement (or sentence, conclusion, paragraph). For each blank, write the letter that corresponds to the correct word or phrase (or value, number, ordered pair, letter). If there are multiple blanks in an item, be sure to label your answer choice for each blank (e.g., blank 1, blank 2).</p> <p>For matching items, read the directions carefully to understand how to respond to the item. Follow the instructions to respond to the item, and write your answers on the braille paper provided.</p> <p>Some items will ask you to write a response for a blank or multiple blanks on your braille paper. Some items may have more than one blank, so read each item carefully. Your answers for items with response blanks may contain whole numbers, fractions, decimals, or negative numbers.</p> <p>Be sure to read each item carefully so you will understand how to respond correctly. If you change your answer, use the full braille cell to erase completely.</p> <p>Use the braille paper provided to do your work. When answering mathematics questions, it is important that you write the word “answer” in front of your final answer. This will help indicate the difference between your answer and your mathematics work.</p> <p>Are there any questions?</p>
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Answer all questions.

SAY	<p>Try to answer every question. If you aren't sure how to answer a question, skip it and keep going. After you have answered all the other questions, go back and answer any questions you skipped.</p> <p>When you come to the word STOP, you have finished the test. Remember to go back and check your work.</p> <p>Please raise your hand if you have any questions.</p>
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Answer all questions.

SAY	Open your test book to regular print page 8 and begin working.
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During testing, do not use cell phones, classroom phones, computers, or other devices (except to contact your school assessment coordinator). Do not check email, grade papers, etc. Your full attention should be on students **at all times** while you are **actively monitoring** the testing room. Although it is your responsibility to ensure that students are working independently, you are prohibited from reading the contents of the test books and answer sheets before, during, and after the test.

Provide breaks as necessary. **You are responsible for maintaining the security of the test during any breaks. If an extended break such as lunch occurs, all braille test materials should be collected, verified, and returned to the school assessment coordinator until testing resumes.**

Make sure that students are not discussing the test or exchanging information about the test in the testing room, hallways, bathrooms, lunchroom, etc. **Students may not have access to electronic devices during breaks. If a student accesses an electronic device during a break, that student's test must be invalidated.** When the students return, provide the test books, braille paper, Testing Rules Acknowledgment sheets, and calculators so that the students can resume testing.

If any students are still working 10 minutes before the end of the school day,

SAY	You have 10 minutes to complete this test.
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After 10 more minutes,

SAY	Stop. Close your test book and place your braille answer sheets under your test book.
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Complete the following steps:

1. Make sure that each student returns his or her braille test book, braille answer sheets, and Testing Rules Acknowledgment Sheet, and indicate on your required administration information that each book has been returned. Also make sure that your testing room seating chart is accurate and complete and includes arrows to indicate which direction students are facing.
2. Make sure that the student's first and last names, district name, school name, grade level, and the word "Geometry" are printed on each braille answer sheet and on the Testing Rules Acknowledgment Sheet.
3. Make sure that the final braille answer sheets are numbered consecutively or stapled together in the proper order.
4. Ensure that a PreID label has been applied and the student name has been written on the front of each student's regular print test and response book.
5. Record the accommodations provided to each student and the accommodations used by each student on your required administration information. For each student who tested using braille materials, ensure that you record flexible presentation, flexible responding, and any other category of accommodations used during this test session. Use the following accommodations codes to record this information:
For ESE/504 students:
 - 1-FP = Flexible Presentation
 - 1-FR = Flexible Responding
 - 1-FSC = Flexible Scheduling
 - 1-FSE = Flexible Setting
 - 1-AD = Assistive Devices
6. Return all materials to your school assessment coordinator, as described on page 15 of this document.

Script for Administering Braille FAST ELA Reading Retake

The Braille Notes for the FAST ELA Reading Retake are packaged with the braille test materials. It is very important that you read through the Braille Notes carefully before administering the test and that you use them, as appropriate, during the test administration. Additional instructions for braille test administrators are provided on pages 13–15 of this document.

During this test, remember the following:

- Ensure that you collect required administration information for your room. Remember to maintain this information during testing.
- Prior to the test administration, make sure the student’s first and last names are written on the front cover of his or her braille FAST ELA Reading Retake Test Book. Make sure the student’s first and last names, district name, school name, grade level, and the words “FAST ELA Reading Retake” are included on each braille answer sheet and on the Testing Rules Acknowledgment Sheet.
- Provide individual student restroom and stretch breaks as needed, and maintain the security of the test during breaks. Only one student may leave the room at a time. Students should not discuss the test or exchange information about the test with anyone during breaks. **Students must not be given access to electronic devices (e.g., cell phones, smartphones, tablets, smartwatches) during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test must be invalidated.**
- During a break, you may reread portions of this script to students as reminders (e.g., check your work, testing rules).
- Students must complete the FAST ELA Reading Retake within one school day or within the amount of time allowed on their Individual Education Plans (IEPs).
- Be familiar with the prohibited activities listed on the *Test Administrator Prohibited Activities Agreement* that you signed.

SAY	<p>Today, you are going to take the FAST ELA Reading Retake.</p> <p>You may not have any electronic or recording devices at your desk, in your pockets, or anywhere you can reach them at any time during this test, even if they are turned off or you do not use them. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets, smartwatches, cameras, and any device capable of listening, recording, storing, viewing, or playing back audio or visual content. You may not use Bluetooth/wireless headphones/earbuds during testing. If you access any electronic or recording devices at any time during this test, including breaks, your test will not be scored. If you have any devices with you right now, please turn them off and raise your hand.</p>
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If a student raises his or her hand, follow your school’s procedures regarding electronic devices. At this time, silence your own electronic device(s).

Distribute the braille FAST ELA Reading Retake Test Books, braille answer sheets, and Testing Rules Acknowledgment sheets.

SAY	<p>The only things on your desk should be your FAST ELA Reading Retake Test Book, Testing Rules Acknowledgment Sheet, braille answer sheets, and braille writing device (e.g., braillewriter, slate and stylus). Do not open your test book.</p> <p>Now, locate your Testing Rules Acknowledgment Sheet. Please listen as I read the testing rules.</p> <ul style="list-style-type: none"> • Do not talk to other students or make any disturbance. • Do not ask for help answering test questions. • Do not give help to another student in answering test questions. • You cannot have any electronic or recording devices in your possession at any time, including breaks, even if you do not use them. <p>Because the content in all statewide assessments is secure, you may not discuss or reveal details about the test items or passages after the test. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites.</p> <p>Are there any questions?</p>
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Answer all questions.

SAY	<p>Now, read silently as I read the Testing Rules Acknowledgment out loud.</p> <p style="text-align: center;">I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.</p> <p>Now, braille your initials or sign your name on the signature line to indicate that you understand the testing rules.</p>
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Pause while students braille their initials or sign their names on their Testing Rules Acknowledgment Sheets. If a student does not initial or sign the Testing Rules Acknowledgment Sheet, contact your school assessment coordinator.

SAY	<p>This test includes reading passages and several types of items. Listen carefully as I explain how to complete the different types of items that may appear on this test.</p> <p>For multiple-choice items, choose the best answer from the answer choices, and write your choice for one correct answer on the braille paper provided.</p> <p>For multiselect items, choose more than one correct answer from the answer choices, and write your choices for more than one correct answer on the braille paper provided. Be sure to read the item carefully to know how many correct answers to choose.</p> <p>For multi-part items, write your responses to two or more related questions on the braille paper provided. The parts of the item may be either multiple-choice (one correct answer) or multiselect (more than one correct answer), so be sure to read the item carefully to know how many correct answers to choose.</p> <p>Write your answers on the braille paper provided. If you change your answer, use the full braille cell to erase completely.</p> <p>Are there any questions?</p>
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Answer all questions.

SAY	Try to answer every question. If you aren't sure how to answer a question, skip it and keep going. After you have answered all the other questions, go back and answer any questions you skipped.
	When you come to the word STOP, you have finished the test. Remember to go back and check your answers.
	Please raise your hand if you have any questions.

Answer all questions.

SAY	Open your test book to regular print page 4 and begin working.
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During testing, do not use cell phones, classroom phones, computers, or other devices (except to contact your school assessment coordinator). Do not check email, grade papers, etc. Your full attention should be on students **at all times** while you are **actively monitoring** the testing room. Although it is your responsibility to ensure that students are working independently, you are prohibited from reading the contents of the test books and answer sheets before, during, and after the test.

Provide breaks as necessary. **You are responsible for maintaining the security of the test during any breaks. If an extended break such as lunch occurs, all braille test materials should be collected, verified, and returned to the school assessment coordinator until testing resumes.**

Make sure that students are not discussing the test or exchanging information about the test in the testing room, hallways, bathrooms, lunchroom, etc. **Students may not have access to electronic devices during breaks. If a student accesses an electronic device during a break, that student's test must be invalidated.** When the students return, provide the test books, braille paper, and Testing Rules Acknowledgment sheets so that the students can resume testing.

If any students are still working 10 minutes before the end of the school day,

SAY	You have 10 minutes to complete this test.
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After 10 more minutes,

SAY	Stop. Close your test book and place your braille answer sheets under your test book.
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Complete the following steps:

1. Make sure that each student returns his or her braille test book, braille answer sheets, and Testing Rules Acknowledgment Sheet, and indicate on your required administration information that each book has been returned. Also make sure that your testing room seating chart is accurate and complete and includes arrows to indicate which direction students are facing.
2. Make sure that the student's first and last names, district name, school name, grade level, and the words "FAST ELA Reading Retake" are printed on each braille answer sheet and on the Testing Rules Acknowledgment Sheet.
3. Make sure that the final braille answer sheets are numbered consecutively or stapled together in the proper order.
4. Ensure that a PreID label has been applied and the student name has been written on the front of each student's regular print test and response book.

5. Record the accommodations provided to each student and the accommodations used by each student on your required administration information. For each student who tested using braille materials, ensure that you record flexible presentation, flexible responding, and any other category of accommodations used during this test. Use the following accommodations codes to record this information:

For ESE/504 students:

- 1-FP = Flexible Presentation
 - 1-FR = Flexible Responding
 - 1-FSC = Flexible Scheduling
 - 1-FSE = Flexible Setting
 - 1-AD = Assistive Devices
6. Return all materials to your school assessment coordinator, as described on page 15 of this document.

Braille Test Administrator Instructions

Assemble Braille Materials

Your school assessment coordinator will provide the materials needed to administer tests to students using braille materials. Read the following chart to ensure that you have all appropriate materials. If you are missing any materials or have questions about their use, contact your school assessment coordinator. See the *Test Administrator Responsibilities Before Testing* section on pages 24–31 of the *Spring/Summer 2024 Test Administration Manual*.

Students using braille materials record their responses on braille paper. A regular print test and response book is included in each braille test materials kit. School/district personnel are responsible for applying a PreID label and ensuring that the student name has been written on the front of each student’s regular print test and response book so that the student’s response can be transcribed into the regular print document.

Braille Test Materials		
B.E.S.T. Algebra 1	B.E.S.T. Geometry	FAST ELA Reading Retake
<p>Test Administrator</p> <ul style="list-style-type: none"> • Required Administration Information • Braille Script • Braille Notes • Regular Print B.E.S.T. Algebra 1 EOC Test and Response Book • Special Document Return Envelope • Approved Regular Scientific Calculator <p>Student</p> <ul style="list-style-type: none"> • Braille B.E.S.T. Algebra 1 EOC Test Book • Braille Testing Rules Acknowledgment Sheet • Braille Paper (for student responses) • Approved Talking Scientific Calculator 	<p>Test Administrator</p> <ul style="list-style-type: none"> • Required Administration Information • Braille Script • Braille Notes • Regular Print B.E.S.T. Geometry EOC Test and Response Book • Special Document Return Envelope • Approved Regular Scientific Calculator <p>Student</p> <ul style="list-style-type: none"> • Braille B.E.S.T. Geometry EOC Test Book • Braille Testing Rules Acknowledgment Sheet • Braille Paper (for student responses) • Approved Talking Scientific Calculator 	<p>Test Administrator</p> <ul style="list-style-type: none"> • Required Administration Information • Braille Script • Braille Notes • Regular Print FAST ELA Reading Retake Test and Response Book • Special Document Return Envelope <p>Student</p> <ul style="list-style-type: none"> • Braille FAST ELA Reading Retake Test Book • Braille Testing Rules Acknowledgment Sheet • Braille Paper (for student responses)

Braille Scripts and Braille Notes

You will use the braille scripts provided in this document to administer the assessments to students using braille materials. It is important that you review the braille scripts before testing begins.

Braille Notes are also included with the braille test materials and provide a page-by-page detailed list of the differences between the braille version and the regular print version of the test documents. **It is very important that you read the Braille Notes carefully before administering the test and that you use them, as appropriate, during the test administration.**

Prepare Student Braille Documents

To ensure that each student's test documents are processed correctly, verify that the student's first and last names are included on the front cover of his or her braille test book(s). Make sure that the student's first and last names, district name, school name, grade level, and the tested subject are included on each braille answer sheet and on the Testing Rules Acknowledgment Sheet.

A PreID label must be applied and the student name must be written on the front of each student's regular print test and response book. For information about PreID labels, see pages 23–24 of the *2023–2024 Statewide Assessments Accommodations Guide*, which is available on the Florida Statewide Assessments Portal.

Distribute Braille Materials

To ensure that you have all necessary materials, refer to the chart on the previous page and to the *Test Administrator Responsibilities Before Testing* section on pages 24–31 of the *Spring/Summer 2024 Test Administration Manual*.

Braille Student Responses

Students who use braille materials will record their responses on braille paper. School/district personnel may enter the student's responses into the Data Entry Interface (DEI) locally, or the student's responses may be returned to DRC for transcription and DEI entry. If returned to DRC, the contractor will transcribe the student's responses from the braille paper into the regular print test and response book included in the student's return envelope. School/district personnel are responsible for applying a PreID label and ensuring that the student name has been written on the front of each student's regular print test and response book before placing it in the student's Special Document Return Envelope.

If a student using braille materials provides verbal or signed responses, you will record the student's responses in the regular print test and response book provided for the student. Include the student's braille test materials and the regular print test and response book containing his or her responses in the student's Special Document Return Envelope(s). The responses should be entered into the DEI by school or district staff and returned in a NOT TO BE SCORED box.

If a student is using multiple learning media (e.g., a student uses braille materials and records his or her responses in a large print test and response book), make sure that the student's responses are in **one** answer document type. Place the TO BE SCORED document containing the student's responses in the student's Special Document Return Envelope(s) according to the return instructions for that document type, or responses may be entered locally into the DEI for expedited reporting.

See the *2023–2024 Statewide Assessments Accommodations Guide* for additional information on flexible responding accommodations.

Return Braille Materials

Complete the following steps after testing:

1. Verify that you have collected all required administration information (see page 25 of the *Spring/Summer 2024 Test Administration Manual*). Notify the school assessment coordinator immediately if any secure test materials are missing.
2. Ensure that the accommodations provided to each student and the accommodations used by each student have been recorded with other required administration information. For each student who tested using braille materials, ensure that flexible presentation, flexible responding, and any other category of accommodations used during the test are recorded.
3. Verify that your Security Log and seating chart have been completed correctly.
4. Ensure that the student's first and last names are included on the front cover of each braille test book, and ensure that the student's first and last names, district name, school name, and grade level are included on each braille answer sheet, and on the Testing Rules Acknowledgment Sheet.
5. Ensure that a PreID label has been applied and the student name has been written on the front of each student's regular print test and response book.
6. Ensure that student responses are entered in the correct document type (i.e., on braille paper or, if recorded for the student, in a regular print test and response book).
7. Place each student's test materials in the Special Document Return Envelope(s) according to the chart below. **Do not place materials for more than one student in the same envelope.** Do not seal the envelope(s).

Return Braille Test Materials
<ul style="list-style-type: none"> • Braille Answer Sheets (containing student responses) • Braille Testing Rules Acknowledgment Sheets • Braille Test Books • Braille Notes <p style="text-align: center;">and</p> <ul style="list-style-type: none"> • Regular Print Test and Response Books

8. Complete the Special Document Return Envelope(s) for each student according to the instructions on the envelope.
9. Return the completed Special Document Return Envelopes and all other materials (e.g., unused braille paper) to your school assessment coordinator.

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